

## Sample RFP for CDBG administration

The County of Taylor is requesting proposals for grant **writing and administration** services to assist with a project funded with Community Development Block Grant COVID-19 (CDBG-CV) funds through the Iowa Economic Development Authority (IEDA).

The **County** is looking to apply for funds to complete **renovation of the new, Taylor County Public Health office located in Bedford.**

The selected contractor will work with **Taylor County** to ensure compliance with CDBG-CV program requirements.

The following outlines work specifications and the request for proposals:

**I. Scope of Work:** The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- a. Prepare Environmental Review Record and submit all other items required to clear the contract conditions outlined in **Taylor County** CDBG-CV contract, within the timeframe specified by IEDA.
- b. Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG-CV program.
- c. Ensure that **Taylor County** has an acceptable financial management system as it pertains to finances of the CDBG-CV program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- d. Establish project files in the local government's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
- e. With the assistance of **Taylor County**, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- f. Assist **Taylor County** in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as necessary.
- g. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- h. Secure the Department of Labor's federal wage decisions and include those in the bid documents.
- i. Prepare construction contracts that comply with state and federal regulations and include necessary language. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 2 CFR 200,, EO 11246 (for contracts over \$10,000).
- j. Obtain contractor clearance(s) from IEDA.

- k. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- l. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- m. Attend and assist **Taylor County** during the IEDA's project monitoring visit(s). Prepare **Taylor County's** response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.
- n. Assist **Taylor County** with meeting state/federal affirmatively furthering fair housing requirements.
- o. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- p. Assist **Taylor County** in meeting the state's financial reporting requirements.
- q. Prepare close-out documents as needed by IEDA.

**II. Statement of Qualifications.** Proposals to **Taylor County** should include the minimum information:

- Description of experience with IEDA's CDBG-CV program
- Description of past grant administrative services provided
- Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project
- References from previous clients of related work within the past five years

**III. Proposed cost of services.** Proposals to **Taylor County** should include the proposed cost to accomplish all scope of work for activities outlined above.

**IV. Evaluation criteria.** **Taylor County** will evaluate and rank proposals received according to the following criteria:

	<u>Maximum</u>
Experience with the state's CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
<b>Total:</b>	100 points

**V. Deadline for submission.** Proposals must be submitted no later than **April 12, 2022 by 12pm.** Proposals should be submitted to **Taylor County Supervisors, 405 Jefferson St. Ste. 7, Bedford, IA 50833.**

Questions regarding this request for proposals should be directed to **Sarah Guillatt**, [sarah.guiliatt@taylorcountyhealth.com](mailto:sarah.guiliatt@taylorcountyhealth.com), or **Crystal Drake**, [crystal.drake@taylorcountyhealth.com](mailto:crystal.drake@taylorcountyhealth.com), 712-523-3405.

### **Section 3 clause**

#### ***This clause to be included in all RFPs/ RFQs & publications***

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).